

Merchantville Parks and Playgrounds Director

This position is responsible for planning, coordinating and overseeing the overall Parks and Playgrounds program and approves all daily camp activities with the program Co-Director. He/she is responsible for communicating with parents, guardians and other camp staff during and outside camp hours of operation. The Director is responsible for the care, safety, protection and supervision of the camp environments, staff and participants. The planning, preparation and organization of daily activities and site (set-up / clean-up) as well as all administrative duties of camp is a requirement of the Director.

Duties and Responsibilities include:

- Knowledge of camp policies, rules, guidelines as well as general practices and procedures followed in the Borough of Merchantville.
- Oversees the development of the program, plans and implements all activities including special activities with approval from the Co-Director
- Controls camp expenditures under an operating budget previously defined by the Borough of Merchantville
- Supervises counselors and tracks attendance and time off requests
- Organizes and coordinates the staff weekly schedules (days off, hours worked, etc.)
- Handles questions, problems, and concerns of parents/guardians before and during camp.
- Observes the peer culture to see if there are any problems and implements solutions as necessary.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations
- Plans the weekly schedule of camp activities with staff.
- Assigns games and activities to camp staff.
- Greet parents at check-in/out during the morning and afternoon. Answer any questions parents may have during this time.

Qualifications: Must be at least 21 years of age. The ideal candidate will have experience in planning programs, the ability to work collaboratively with others, possess excellent leadership, management and organizational skills. The Parks and Playgrounds Director must be patient, enthusiastic, self-controlled and dependable. While performing the duties of this job, the employee will frequently need to walk, stand, sit, talk and hear. The employee will work in the field and be exposed to all types of weather conditions. Interested applicants must complete an application and return with a resume to Denise Brouse, Merchantville Borough Clerk, 1 W. Maple Ave, Merchantville or email to dbrouse@merchantvillenj.gov.